



MISSOURI SECRETARY OF STATE  
**APPLICATION FOR AMENDED  
COMMISSION AS A NOTARY PUBLIC**

MATT BLUNT, SECRETARY OF STATE  
COMMISSIONS  
PO BOX 784  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-2783

**PLEASE PRINT OR TYPE THIS APPLICATION (instructions are printed on the back of this form and in the Notary Handbook)**

SOCIAL SECURITY NUMBER (REQUIRED)	DATE OF BIRTH (MONTH/DAY/YEAR)	TODAY'S DATE	DAYTIME PHONE
NAME (AS YOU WANT IT TO APPEAR ON YOUR COMMISSION)			
RESIDENCE (IF P.O. BOX, ALSO INDICATE STREET ADDRESS)		CITY, STATE, ZIP	
COUNTY OF RESIDENCE	PRECINCT	TOWNSHIP OR WARD	
COMMISSION DATES: BEGINNING _____ ENDING _____			

**PLEASE CHECK THE APPLICABLE BOX BELOW:**

☐ **CHANGE OF ADDRESS**

I hereby request the secretary of state to issue an amended notary public commission changing my county of residence from \_\_\_\_\_ County, Missouri, to \_\_\_\_\_ County, Missouri, where I am presently residing, effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

☐ **CHANGE IN NAME**

I hereby request the secretary of state to issue an amended notary public commission from the name style \_\_\_\_\_ originally issued to \_\_\_\_\_ effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(NAME AS IT APPEARS ON COMMISSION) (TYPE NEW NAME HERE)

☐ **CHANGE IN EMPLOYER COUNTY (FOR NONRESIDENT NOTARIES ONLY)**

I hereby request the secretary of state to issue an amended notary public commission changing my county of employment from \_\_\_\_\_ County, Missouri, to \_\_\_\_\_ County, Missouri, where I am presently employed, effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNATURE OF APPLICANT (MUST APPEAR EXACTLY AS STATED ABOVE)

**PAYMENT**

☐ \$5 Check or Money Order Enclosed (Payable to Director of Revenue)

Credit Card

☐ Master Card

☐ VISA

NAME AS IT APPEARS ON CARD	EXPIRATION DATE	CARD NUMBER (16 Digits)
----------------------------	-----------------	-------------------------

SIGNATURE

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY

**Social Security Number** - Please type your federal social security number. This number is used to catalog notaries public in the secretary of state's computer files.

**Date of Birth** - Please provide your birth date in numerals: day/month/year. This is to confirm that applicants are at least eighteen years of age.

**Today's Date** - Type the date on which you are completing the application.

**Name** - You should type your legal name as you want it to appear on your commission certificate. You are required by law to use your full last name, while initials may be used for first and middle names.

**Daytime Phone** - You are requested to provide a phone number where we can reach you BETWEEN THE HOURS OF 8:00 a.m. and 4:30 p.m., should we need to verify information given on the application in order to prevent the delay of returning the form to you for verification.

**Residence Address** - Please provide the address at which you reside. If your mail goes to a post office box, please include a street address after the P.O. Box number. Also give the city, state and zip code.

**County of Residence** - Please indicate the county in which you legally reside and are registered to vote, even if you work in a different county. You are commissioned for the county in which you live, but you are able to notarize anywhere in the state of Missouri. \*If you reside in St. Louis City, please put St. Louis City in the county blank.

**Township or Ward** - If you are a registered voter in an area which has a township or ward, please provide that name or number. You MUST know your new voter registration information before our office can process a county change application.

**Precinct** - If you are a registered voter in an area which has a precinct, please provide that name and/or number here.

**Commission Dates** - Please indicate the beginning and ending dates of your present commission as a notary public.

**Change of Address** - Indicate the previous county within and for which you were commissioned as a notary public and the new Missouri county to which you wish to have your commission amended. Note that the effective date is the date when your legal residency and voter registration in the new county, your new name style or your new county of employment became official.

**Change in Name** - Indicate both the previous name and the new name style under which you wish to be commissioned as a notary public.

**Change in Employer County (for Nonresident Notaries Only)** - Indicate the previous and new Missouri counties of your employment.

**Complete the form** by adding your signature in the same name style you indicated on the second line of the form. We can only accept original signatures - photocopied signatures will be rejected.